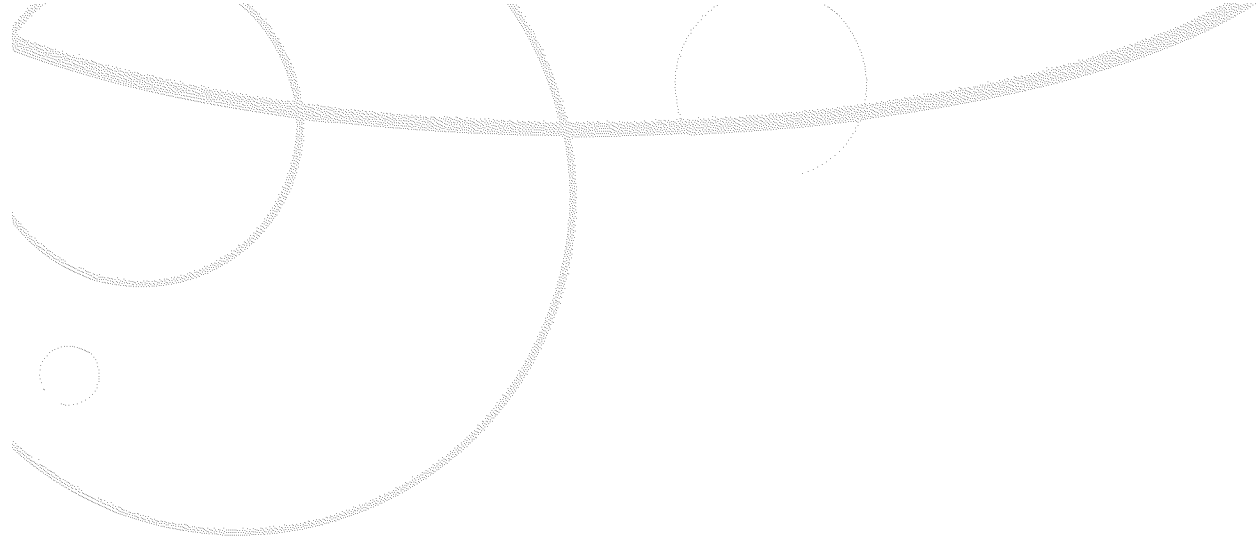


**To:** Bielenberg, Ben[Bielenberg.Ben@epa.gov]; Milbeck, Regina[Milbeck.Regina@epa.gov];  
Phillips, John[Phillips.John@epa.gov]  
**From:** Doucette, Judi  
**Sent:** Tue 8/18/2015 1:53:50 PM  
**Subject:** FW: Accounting for Gold King Mine Response and PeoplePlus Timecards



What I sent in R1 to those deployed and their managers.

### **Judi Doucette Teague, Regional Comptroller**

EPA New England Region 01, Office of the Comptroller

5 Post Office Square - Suite 100 Mail Stop OARM 16-1

Boston MA 02109-3912

(617) 918-1921 Office / (617) 918-1920 FAX / (857) 829-8149 Mobile

Doucette.Judi @EPA.GOV

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**From:** Doucette, Judi  
**Sent:** Tuesday, August 18, 2015 9:52 AM

**To:** Grantham, Nancy; Burgo, Daniel; Honnellio, Anthony  
**Cc:** Kenyon, Michael; Szaro, Deb; Barmakian, Nancy; Shanahan, Katherine; Tucker, Carol; Bazenas, Ted; Lovely, William; Schofield, Shannon; Doucette, Judi  
**Subject:** Accounting for Gold King Mine Response and PeoplePlus Timecards

### Accounting for Gold King Mine Response:

The two account code favorites below have been added to your PPL profiles. While deployed, please charge your base pay (normally scheduled bi-weekly hours) towards the 'BASE HRs' favorite built w/ your Regional ORG code (01\_). Hours worked beyond your normal work schedule should be charged to the 'OT' favorite built w/ Region 8's ORG (08L).

#### BASE HRs – Gold King Mine Response\*

+

-

Acct Build

Acct String: 2015 T 01R 303DC6 A8K9RV00

☐ Load to Timecard?

Acct Descr: GOLD KING MINE BLOW OUT - REMOVAL ACTION - OU 00

User Descr: BASE HRs - Gold King Mine Response

*\* = R1 ORG code varies dependent upon the division you sit in*

#### OT – Gold King Mine Response

+

-

Acct Build

Acct String: 2015 T 08L 303DC6 A8K9RV00

☐ Load to Timecard?

Acct Descr: GOLD KING MINE BLOW OUT - REMOVAL ACTION - OU 00

User Descr: OT - Gold King Mine Response

### Charging Gold King Mine Response time on Timecard

- Hit the **Load Favorites** button and both Gold King Mine Response favorites will appear on separate lines. One line will appear for 'BASE HRs' worked and another for 'OT' hours worked. **BE SURE YOU ENTER YOUR HOURS ON THE APPROPRIATE LINE.**

2015 T  303DC6 A8K9RV00  
    2015 T  303DC6 A8K9RV00

- If you worked overtime, remove the REGHR in the time reporting code box on the line w/ the Region 8 ORG (08L), enter code OVTHR and then proceed to record your OT hours worked on that line.

- If no OT hours were worked then simply delete the 'OT' line by scrolling all the way to the right and selecting the  button.

- As always, after completing your timecard, please hit 'save', 'attest and submit' and then 'save' again.

View All First 1-2 of 2 Last															
Timesheet															
Sun 8/23	Mon 8/24	Tue 8/25	Wed 8/26	Thu 8/27	Fri 8/28	Sat 8/29	Sun 8/30	Mon 8/31	Tue 9/1	Wed 9/2	Thu 9/3	Fri 9/4	Sat 9/5	Time Row Reporting Total Code	S
									2.00					2.00	<input type="text" value="OVTHR"/>
	8.00	8.00	8.00	8.00	8.00			8.00	8.00	6.00	8.00	8.00		78.00	<input type="text" value="REGHR"/>
Total Hours															
0.00	8.00	8.00	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	8.00	0.00	Period Total: FAN To	
													80.00	0	

## Judi Doucette Teague, Regional Comptroller

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